## Portal Search Basics

The first step to conducting searches on the ND CJIS Portal is to log in. Depending on how you're connecting, you may also need to use a VPN. If your account is locked or if you're having any trouble accessing the Portal, please call the ITD Help Desk at 328-4470 to log your issue.

After you've logged in, click the Main Menu link under the Portal logo near the upper-left-hand corner of the screen.
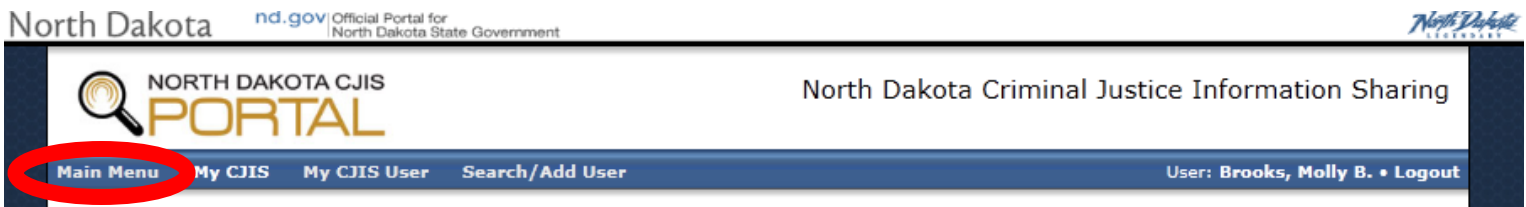
On the Main Menu, you will see a box at the top of the screen with the heading Enter Criteria. All searches are conducted from the white search box underneath the Enter Criteria heading.

Two buttons—Person and Property—are located above the white search box. Select "Person" if you plan to search for arrest data, incident records, driver's license records, etc. Select "Property" if you plan to search for motor vehicle records or ND Game and Fish watercraft records.

Next, enter the name or other criteria on which you plan to search in the narrow white rectangle. Keep in mind that records in the Portal could match to your offender on several different pieces of information. For example, you may want to run several searches on pieces of information like Name, Alias (if the offender used it as the name), Social Security Number, Driver's License, SID, or Date of Birth. It is best practice to run each of these searches separately, unless the number of results returned is too high.

Please use the examples below to structure your search criteria to help ensure relevant results will be returned.

For example for a Person Search:

Offender Information	Possible Search Criteria to Enter
Legal Name: John Edward Doe	John Doe Note: John Doe yields the same search results as Doe, John, so you don't need to run both. The system has all common nicknames for John in the database so you don't need to run nicknames/aliases similar to the offender name. Do NOT use the middle name or middle initial in the search criteria; you won't receive search results.
Alias: Larry Appleseed	Larry Appleseed Note: Aliases that are not nicknames similar to the name of the offender should be run separately. A star can be used as a wildcard. If you aren't sure about the alias, such as if you heard it was "Larry Apple-something," you could enter Larry Apple*. Do not be afraid to try several combinations with different uses of the wildcard; some or all may not yield results, but then you can try again with different criteria.
SSN: 123-45-6789	123456789 Note: There may be additional records just connected to the last four digits of the offender's last name, so it might be beneficial to also run the search using *6789. The search should also strip out dashes automatically if you accidently leave those in. Do NOT use spaces; you won't receive search results.
DL#: DOE123456	DOE123456 Note: The search should also strip out dashes automatically if you accidently leave those in. Do NOT use spaces; you won't receive search results.
SID: 123456	123456 Note: The search should also strip out dashes automatically if you accidently leave those in. Do NOT use spaces; you won't receive search results.
Date of Birth: January 2, 1934	1/2/1934 Note: Use a 4-digit year and use forward slashes or dashes between the month, day, and year. Be sure to include slashes or dashes; if you omit them, you won't receive search results.

For a Property Search:

Offender Information	Possible Search Criteria to Enter
License Plate: ABC 123	abc123 Note: You do not need to use capitalization or spaces. You can use abc* to check for results if you know the first 3 digits of a license plate. Or, you could use *123 if you know the last 3 digits of a license plate.
Name: John Edward Doe	John Doe Note: You can pull up all motor vehicle records associated with the offender's name. Do NOT include the middle name; you won't receive search results.

After entering search criteria, click the Search button next to the white search bar.

The Clear button will clear your results to allow you to run a search with new criteria, if desired.

ND SAVIN DOCR Parole & Probation Reminders

ND SAVIN is the automated victim notification tool that DOCR uses to provide notifications to victims and concerned citizens about offender incarceration and parole/probation status changes. ND SAVIN pulls this information by monitoring changes in records within Elite and DOCSTARS.

- Since notifications to victims and concerned citizens are triggered from data entered into DOCSTARS, even slight changes, such as a minor change in an offender's address, will trigger a change of address notification. Please try to enter data accurately the first time and refrain from making unnecessary changes to data in the system, where possible.
- DOCR policy states that absconding status shall be entered into DOCSTARS within 1 business day of determining an offender has absconded or entering into the revocation proceedings via a petition to revoke probation, Rule 32, or the signing of a parole authority to hold. Please make these changes in DOCSTARS in a timely manner to ensure victims are notified promptly and accurately.
- The Parole and Probation module is linked to the county jail and the prison modules. This means if you register for an offender on probation and that offender gets booked into a jail, you will be notified of the booking.
- The Court Module is separate from the incarceration module. A registrant has to register for court notifications separately from the incarceration and probation modules.
- There are three notification methods (email, phone and text). The website to sign up for notifications is www.vinelink.com. You can use this website to register yourself or you can refer it to victims/concerned citizens to use.

Please feel free to contact Heidi Smith at 701-328-1106 or hsmith@nd.gov regarding any SAVIN related question, concerns or feedback!

ND CJIS Trainings

ND CJIS is available to provide on-site training about the ND CJIS Portal or ND SAVIN. If you would like additional training or information, please contact Heidi Smith at 701-328-1106 or by email at hsmith@nd.gov to make arrangements.

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